

REQUIREMENTS FOR A BUILDING PERMIT/ZONING CERTIFICATE

CONSTRUCTION IN THE TOWN OF ST. MICHAELS MUST CONFORM TO THE STANDARDS ADOPTED BY THE TOWN (SEE CHAPTER 340 OF THE CODE OF THE TOWN OF ST. MICHAELS AND BUILDING CODE). THE PURPOSE OF THIS BULLETIN IS TO PROVIDE INFORMATION CONCERNING THE REQUIREMENTS THAT YOU MUST MEET TO DOCUMENT YOUR ADHERENCE TO THOSE STANDARDS.

A building permit/zoning certificate is required for new construction or significant alteration of any residential and commercial structure in Talbot County. Historic District Commission approval, if required, must be obtained before applying for a building permit. Commercial construction requires plans to be prepared by an architect or engineer.

STEP ONE:

Complete the building permit application available in the Town Office, 300 Mill Street, St. Michaels. To complete this form you will need the following:

1. The name of the owner(s) of the property, their mailing address and telephone number.
2. The name, mailing address and telephone number of the party to whom the approved permit or any necessary correspondence is to be mailed.
3. Contractor/Builder's name, mailing address, telephone number and license number. If constructing a new residence the Maryland Home Builders Registration (MHBR) number is required. All other construction requires the Maryland Home Improvement Contractor Number (MHIC).
4. County tax, map/grid/parcel numbers, subdivision name, section and lot number for the property. This information can be obtained from our office or at Real Property Search www.sdatcert3.resiusa.org/rp_rewrite/. Zoning classification can be obtained from the Town Office at 410-745-9535, Ext. 14 or 15.
5. Setback requirements correspond to zoning and property size in accordance with the Chapter 340 of the Code of the Town of St. Michaels. All proposed structures must meet required setbacks measured from property lines to the proposed structure.
6. Description of property in terms of acreage or square footage, depth and width of lot and road frontage.
7. Description of the proposed construction including dimensions of new construction, plan area, total square footage, occupied area and height of structure(s) above grade.
8. Electrical and plumbing contractor's names and/or firms, if known.
9. Value of construction. This figure represents the value of construction of the completed structure(s) excluding utility hook-ups, driveway and landscaping.

PLAN SUBMITTAL:

1. All building permit applications require two (2) to scale plot plans and two (2) to scale complete sets of building plans or blueprints which include a floor plan: showing door and window sizes, foundation plans, cross section details and elevations.
2. Zoning Certificates require two (2) to scale plot plans showing the same information as stated for building permit plot plans. Zoning Certificates are for unoccupied accessory structures such as sheds, above ground pools, satellite dishes, fences, etc.

CALCULATING DISTURBANCE:

1. If the property lies within the Chesapeake Bay Critical Area, the applicant will need to complete the critical area portion of the Impervious Area and **Disturbance Calculations Worksheet**. To complete this form, it shall be necessary to know the total area of all impervious surfaces on the property including all structures (footprints), driveways, parking areas, pools etc. For all construction the applicant will need to complete the disturbance column of the aforementioned worksheet. When calculating total disturbance, a twenty (20) foot buffer shall be added to the dimensions of the proposed structure. This computation will be used to determine whether a sediment and erosion control permit or stormwater management plan is required.
2. For properties outside critical area the applicant will need to complete the **Disturbance Calculations Outside Critical Area** sheet using the same formula as stated above.
3. If found at the time of application that your proposed construction requires Stormwater Management (SWM) or Soil Conservation (SCS) approval our office will send you with the required information needed to apply.

STEP TWO:

Complete building permit/zoning certificate application:

When you have all of the information required and you are prepared to apply for the building permit/zoning certificate the Zoning Inspector will assist you in completing your applications, computing all fees and ask you to sign various documents.

Additional fees (other than the permit fee) may be assessed during the building permit process depending on the nature and location of the project.

STEP THREE:

1. The application is reviewed for compliance with the International Building Code, International Residential Code and other codes as adopted by the Town.
2. The application is reviewed for compliance with the Town of St. Michaels Flood Plain Ordinance. If compliance with the Flood Plain Ordinance is required, revised plans may be required to meet the Flood Plain Ordinance criteria.
3. The application is reviewed for conformance with all applicable zoning, stormwater management, fire code, critical area and wetlands regulations and flood plain. Copies of other applicable federal, state and county permits or certificates must be submitted prior to issuance of the building permit.
4. Once the review process and approvals are completed, the Zoning Inspector will issue the permit. With an approved building permit/zoning certificate you will receive a copy of the approved building permit/zoning certificate and a construction card, one set of approved plans, a plot plan, impervious coverage worksheet, a copy of any applicable special conditions and a list of required inspections.

STEP FOUR:

Upon receipt of the permit and associated documentation, it is the applicant's responsibility to **properly post** the construction card in an accessible weather-proof jacket and in close proximity to the construction site. The Building Inspector will initial this card after each approved inspection.

The building permit/zoning application is valid for 12 months after issuance. It should be noted that the start of the construction must commence within 6 months or the permit will become null and void.

STEP FIVE:

Required inspections. It is the responsibility of the applicant or their appointed agent to call for the required inspections 24 hours in advance of the date of the required inspection. These inspection requests are phoned in to the Middle Department Inspection Agency (MDIA) between the hours of 7:30 a.m. and 4:00 p.m. each working day at 410-822-8300. When calling for an inspection you will need to provide the building permit number.

Required inspections include:

1. Footing/ Setback: following trench excavation and prior to pouring concrete. (Check for benchmark and crawlspace elevation if property is in Flood Hazard Area).
2. Foundation: following completion of foundation and prior to backfill (A certificate of elevation is required prior to foundation inspection request if construction is in flood zone).
3. First floor framing: performed after installation of floor framing system and before decking.
4. Rough plumbing if applicable.
5. Rough electric if applicable performed by MDIA by calling 410-822-8300.
6. Framing performed after plumbing, electric and HVAC rough-ins are complete.
7. Insulation.
8. Final plumbing if applicable performed by MDIA by calling 410-822-8300.
9. Final electric if applicable performed by MDIA by calling 410-822-8300.
10. Final building after final electric and final plumbing are performed (elevation certificate required prior to requesting information for flood zone).

STEP SIX:

Occupancy Permits and Completion Certificates will be mailed when all final inspections and approvals have been completed.

VIOLATIONS:

Penalties for noncompliance. Failure to obtain a building permit/zoning certificate is considered a violation of Chapter 340 of the Code of the Town of St. Michaels and Building Code and is subject to the penalty provisions as set forth in Article XIV of the afore noted Code.

CONTACTS FOR BUILDING PERMIT PROCESS

Town of St. Michaels Zoning Inspector Building Permits, Zoning Certificates	410-745-9535
Middle Department Inspection Agency (MDIA) Building, Electrical Permits, Plumbing Permits/Inspections	410-822-8300
Talbot County Soil Conservation District Sediment & Erosion Control Plan Evaluation	410-822-1577

St. Michaels Department of Public Works
Water Connections

410-745-9535 Ext. 16

Talbot County Public Works
Sewer Connections

410-770-8170

State Highway Access
State Access Evaluation

410-822-3525

For more information, please visit our web site at: www.stmichaelsmd.gov

Application # _____

Date _____

Town of St. Michaels
Building Permit/Zoning Certificate Application 2018

Type of Construction: Residential _____ Commercial _____

Project Description _____

Value of Construction \$ _____

Fees Paid:

Building Permit	_____
Zoning Certificate	_____
Sprinkler System	_____
Water Connection or upgrade	_____
Talbot County Impact Fee	_____

Total Fees Paid _____

Please check one of the boxes below for primary contact to receive permit information:

☐ **Property Owner(s)** _____

Mail Address _____

Daytime Telephone _____ FAX: _____ Email: _____

☐ **Contractor** _____

Mail Address _____

Daytime Telephone _____ FAX: _____ Email: _____

MHIC# _____

☐ **Applicant:** _____

Mail Address _____

Daytime Telephone _____ FAX: _____ Email: _____

Property Information:

Zone: _____ Acres/ Lot size: _____ Tax Map: _____ Parcel: _____

Location of Project (Physical/911 Address): _____

Land Use: Residential _____ Commercial _____ Other _____ No. of Stories _____ Height _____

Road Frontage: _____ Longest Depth (front to rear): _____

Flood Zone Designation: _____ Exempt from Flood Zone compliance? Yes/No? Critical Areas Designation _____

Setbacks:

Proposed: Front: _____ Side: _____ Side: _____ Rear: _____

Required: Front: _____ Side: _____ Side: _____ Rear: _____

Type of Construction: (Circle One) **Site built / Pre-engineered / Modular**

Sub – Contractor Information:

Electric Permit Required: Yes / No

Plumbing Permit Required: Yes / No

Mechanical/HVAC Permit Required: Yes / No

Fire Sprinklers Required: Yes / No

Applicant's Certification:

By completing this application the applicant hereby certifies as follows, under penalty of perjury (1) I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as their agent (2) That the information in this application and construction documents provide full disclosure and a complete description of the project; and (3) That the information contained in the application and construction documents is in compliance with all applicable covenants and or deed restrictions.

If a permit is issued the applicant further certifies a follows; (1) That I will comply with all applicable codes of St. Michaels and the State of Maryland; (2) that I will perform no work on the above property not specifically included in this application and construction documents; and (3) That Town Officials shall have authority to enter areas covered by such permit to enforce the codes applicable to such permit.

Applicant's Signature: _____ Date: _____

Print Applicant's Name: _____

A Letter of Completion or Occupancy Permit will be required prior to the use of the structure for which a permit has been issued.

INSPECTIONS:	Required	Approved		Required	Approved
Plan Review	_____	_____	Insulation	_____	_____
Location & Setbacks	_____	_____	Plumbing	_____	_____
Footing	_____	_____	Electrical	_____	_____
Foundation	_____	_____	HVAC	_____	_____
Framing	_____	_____	Sprinkler System	_____	_____
Fire Marshal (New residential & All commercial renovations).			Final	_____	_____

Building (MDIA) Inspector: _____ **Codes Enforcement Officer:** _____

Department of Public Works: _____

OTHER APPROVALS

Historic Dist Comm.	_____	_____	Water Connection	_____	_____
Board of Appeals	_____	_____	Sewer Connection	_____	_____
Planning Commission	_____	_____	Floodplain	_____	_____
CA 10% Rule	_____	_____	Sediment/Erosion	_____	_____
Fire Marshal	_____	_____	Impact Fee	_____	_____

ZONING CERTIFICATE/BUILDING PERMIT

Having reviewed application # _____ for a Zoning Certificate/Building Permit and the proposed action, structure, and/or use being found in conformity with Chapter 340 and other construction related chapters as set out in the Code of the Town of St.

Michaels, MD, I hereby issue this **ZONING CERTIFICATE/BUILDING PERMIT with the following conditions as noted:**

This Zoning Certificate/Building Permit expires 12 months from its date of issuance, if the work for which it is issued has not begun, or 24 months from its date of issuance, if the work for which it is issued is not completed.

Date _____ Zoning Inspector _____

OCCUPANCY PERMIT

Inspection of the completed work described on the permit having been made on the above dates, an **Occupancy Permit** is hereby authorized on the basis of use, arrangement, and construction.

Date: _____ Zoning Inspector _____

LOT COVERAGE AND DISTURBANCE CALCULATIONS

Applicant _____

Permit No. _____

This worksheet will quantify disturbances and lot coverage associated with both existing and proposed construction on your site.

Zone _____

Lot Area _____ s. f.

*Please complete all columns listing the **first floor or ground level footage** of each existing or proposed structure or site amenity.

*Formula to determine lot coverage = $A + B \div \text{Lot Area (s. f.)} = C$ (% of Lot Coverage)

*Disturbance is calculated utilizing the following formulas: 1) A 20 foot buffer around the footprint of the proposed structure, addition or pool, 2) A 10 foot buffer shall be provided on each side of the proposed driveway, walkway or patio.

Maximum Lot Coverage Permitted for Structures Above Grade _____

Total Lot Coverage Proposed for Structures Above Grade _____

	A Footprint of All Structures Above Grade	B Proposed Construction	Total Lot Coverage	C % of Lot Coverage	Disturbance
House					
Addition includes decks					
Detached Garage					
Outbuildings					
Other					
TOTAL					

Maximum Total Lot Coverage Permitted for Impervious Lot Coverage _____

Maximum Total Impervious Lot Coverage for Proposed _____

	A Footprint of All Other Impervious Surfaces	B Proposed Construction	Total Lot Coverage	C % of Lot Coverage	Disturbance
Driveways /sidewalks					
Swimming Pools					
Patio					
Other					
TOTAL					

SEDIMENT AND EROSION CONTROL PLANS

On lots less than 2 acres, where disturbances during construction is 5,000 sq. ft. or greater, you must contact the Soil Conservation District Office (28577 Mary's Court, Suite 3, Easton, MD) or by calling 410-822-1577 to determine whether a Sediment and Erosion Control Plan will be required.

On lots greater than 2 acres, where disturbance during construction is greater than 21,780 sq. ft., you must contact the Soil Conservation District Office to determine whether a Sediment and Erosion Control Plan is required.

STORM WATER MANAGEMENT PLAN

The Town's Zoning Inspector shall determine whether a Stormwater Management Plan will be required.

Building Detail Sheet

This form may be filled out for small additions or alterations of existing buildings.

Fill in the necessary dimensions for those items listed below.

*If replacing windows and/or doors, you must provide the U values per 2012 IECC (International Energy

Conservation Code.) **Window U value _____ Door U value _____ Insulation R value _____

PERMIT NUMBER: _____

DATE: _____

APPLICANT'S NAME: _____

RIDGE BOARD _____

COLLAR TIE _____

RAFTER _____

SHEATHING _____

FELT _____

SHINGLES _____

CEILING JOISTS _____

INSULATION _____

FINISH _____

SOFFIT _____

FASCIA _____

GUTTER _____

FINISH _____

INSULATION _____

STUDS _____

HEADER _____

SHEATHING _____

SIDING _____

FINISH FLOOR _____

UNDERLAYMENT _____

SUB-FLOORS _____

FLOOR JOISTS _____

INSULATION _____

BRIDGING _____

SILL _____

TERMITE SHIELD _____

ANCHOR BOLTS _____

BLOCK: # of courses _____
size _____

FOOTING: width _____
depth _____
distance below finished grade _____

PIER FOOTING: width _____
depth _____

APPLICANT'S SIGNATURE: _____

THE COMMISSIONERS OF ST. MICHAELS

FEE SCHEDULE

(Authorized by Chapter 42 and adopted per Resolution 2014-09

AS OF FEBRUARY 11, 2015

SECTION 1 – PERMITS

BUILDING, GRADING, SIGN AND DEMOLITION PERMITS	PERMIT FEE
ZONING CERTIFICATES	\$35.00 per Zoning Certificate
BUILDING & INSPECTIONS (RESIDENTIAL)	
Cost of construction: \$0-\$49,999	\$ 60.00
Cost of construction: \$50,000 and up	\$ 8.00 per \$1,000
Modular Homes	\$120.00
Swimming Pools (Private)	\$54.00
Fireplace and Chimney	\$54.00
COMMERCIAL	\$.12 per square foot
Swimming pools (Commercial & Public)	\$216.00
GRADING PERMIT	\$ 50.00

DOMESTIC WATER SUPPLY AND FIRE SUPPRESSION SYSTEMS		
Capital Fee for each new connection	\$1,100.00	
Connection fee for each new connection	\$2,200.00 or actual cost, whichever is higher	PLUS any additional out-of-pocket costs incurred by the Town including third party costs.
Charge to cross a Town Street	\$600.00	PLUS any additional out-of-pocket costs incurred by the Town including third party costs.

SECTION 2 – APPLICATIONS TO BOARDS AND COMMISSIONS

BOARD OF APPEALS	APPLICATION FEE	CONDITIONS, ADDITIONAL EXPENSE, NOTES
Special Exception	\$150.00 per application	PLUS advertising/public notice costs.
Variance	\$150.00 per application	PLUS advertising/public notice costs.
Allegation of Error	\$300.00 per application	PLUS advertising/public notice costs. PLUS cost of stenographer and/or transcript.

PLANNING COMMISSION	APPLICATION FEE	CONDITIONS, ADDITIONAL EXPENSE, NOTES
Subdivision	Minor – CA -\$500.00 base + \$250.00/Lot Minor - \$500 base +\$200.00/Lot Major - CA - \$500.00 /base + \$500.00/lot Major -\$500.00/base + \$400.00/lot	PLUS advertising/public notice costs. PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
Lot Line Revision	\$200.00	PLUS advertising/public notice costs. PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
Additional Reviews	\$250.00/each review	
Site Plan Review – Simplified (Administrative review only per Chapter 110-2 (B) of the Code of the Town of St. Michaels)	\$150.00	PLUS advertising/public notice costs. PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.

Site Plan Review - Major (Required review by the Planning Commission and a public meeting with notification being sent to the adjacent property owners per Chapter 110-6 of the Code of the Town of St. Michaels)	\$300.00	PLUS advertising/public notice costs. PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
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TOWN COMMISSIONERS *NOTE: Application Fees listed in this section apply to original applications. Subsequent applications/amendments to existing applications will be treated as new applications for the purpose of accessing fees and costs.	APPLICATION FEE	CONDITIONS, ADDITIONAL EXPENSE, NOTES
*Annexation	\$5000.00 application fee per petition/amendment <u>PLUS</u> \$10,000.00 deposit applied against expenses with a \$2,000.00 required minimum balance.	PLUS advertising/public notice costs. PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
*Zoning Actions for “Major Developments” (10 or more acres, or a proposed development with 5 or more structures or 5 or more commercial or residential units); including, but not limited to Growth Allocation, TND or other overlay zoning	GROWTH ALLOCATIONS = \$5,000.00 application fee per application <u>PLUS</u> \$10,000.00 deposit applied against expenses with a \$2,000.00 required minimum balance <hr/> TND = \$7,500.00 application fee per application/amendment <u>PLUS</u> \$10,000.00 deposit applied against expenses with a \$2,000.00 required minimum balance <hr/> OTHER OVERLAY ZONE = \$5,000.00 application fee per application/amendment <u>PLUS</u> \$5,000.00 deposit applied against expenses with a \$1,000.00 required minimum balance	PLUS advertising/public notice costs. PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
Piecemeal rezoning	\$5,000 per application	PLUS advertising/public notice costs.

	<u>PLUS</u> \$5,000.00 deposit applied against expenses with a \$1,000.00 required minimum balance	PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
Request for legislation (non-zoning and zoning)	\$2,000.00 per application <u>PLUS</u> \$2,000.00 deposit applied against expenses with a \$500.00 required minimum balance	PLUS advertising/public notice costs. PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.

TOWN COMMISSIONERS *NOTE: Application Fees listed in this section apply to original applications. Subsequent applications/amendments to existing applications will be treated as new applications for the purpose of accessing fees and costs.	APPLICATION FEE	CONDITIONS, ADDITIONAL EXPENSE, NOTES
STORMWATER MANAGEMENT		
Waiver/Exemption	\$250.00 plus engineering review costs based on a not to exceed estimate	PLUS advertising/public notice costs and legal fees
Plan Review	\$500.00 plus engineering review costs based on a not to exceed estimate	PLUS advertising/public notice costs and legal fees

HISTORIC DISTRICT COMMISSION	APPLICATION FEE	CONDITIONS, ADDITIONAL EXPENSE, NOTES
Minor Impacts: (1) Accessory structures less than 300 square feet (2) Modifications to existing accessory structures (3) Modifications to primary structures that result in no change to the total square footage of the structure (4) Appurtenances (5) Signs (6) Fences (7) HVAC equipment (8) Addendums to original applications when there is no increase in the square footage of the structure	\$50.00 per application	Applications in the “Minor Impact” category requiring a variance are considered to be “Moderate Impact”
Moderate Impacts:	\$ 150.00 per application	

(1) Accessory structures greater than 300 square feet		
(2) Additions resulting in less than a 25% increase in the square footage of a structure.		
Major Impacts:	\$ 250.00 per application	
(1) Additions resulting in an increase of 25% or greater of the square footage of the structure		
(2) All new primary structures		

SECTION 3 – MISCELLANEOUS

	PERMIT/APPLICATION FEE
BED AND BREAKFAST INN	
Initial review and permit	\$250.00 per application
Yearly renewal	\$100.00 per application

VACATION RENTAL	
Initial review and permit	\$250.00 per application
Yearly renewal	\$100.00 per application
PUBLIC EVENTS	
COMMUNITY BASED AND/OR NON-PROFIT ORGANIZATIONS	
FOR-PROFIT BUSINESSES/ORGANIZATIONS	\$100.00
	Costs associated with additional police coverage and public works duties associated with special events will be the applicants responsibility with such costs assessed as set forth in a separate fee schedule identified as “Supplemental Costs for Services Provided.
BOAT SLIP RENTALS	\$550.00 – Maryland Resident
	\$550.00 with a \$200.00 Rebate for licensed waterman
KAYAK RACK RENTAL	\$35.00
RESTAURANTS WITH OUTDOOR	\$0.00

SEATING ADJACENT TO PUBLIC SIDEWALKS	
ADULT ORIENTED BUSINESSES (AOB) LICENSE	
Initial review and permit	\$750.00
Yearly renewal	\$250.00
AOB MANAGER LICENSE	
Initial license fee	\$150.00
Yearly renewal	\$150.00

COPIES & MANUALS (Many of our Town documents are available on line at www.townofstmichaels.com)	FEES
Single page copies (letter or legal, black & white)	\$0.25 per page.
Single page copies (over-sized black & white)	\$0.50 per page or actual cost of copying, whichever is greater.
Single page copies (letter or legal, color)	\$1.00 per page.
Single page copies (oversized, color)	\$1.50 per page or actual cost of copying, whichever is greater.
Audio CD Copy of any document (CD audible only on computer playback)	\$5.00

CRITICAL AREA MITIGATION and OFF-SET FEE	PERMIT/APPLICATION FEE	
Tree Planting	\$ 1.50 sq. ft.	
Stormwater Management (10% Rule for Residential)	\$ 2.50 sq. ft.	
Phosphorus Stormwater Management (10% Rule)	\$ 30,000.00/ LB	
MISCELLANEOUS	PERMIT/APPLICATION FEE	CONDITIONS, ADDITIONAL EXPENSE, NOTES
ST. MICHAELS BUSINESS IMPROVEMENT FUND	\$ \$ 2200.00	Payment plans are available through the Town office for

		<p>Equivalent Parking Spaces (EPS). There is no interest or handling charges assessed on payment plans. The first payment on all plans is due 12 months after the EPS permit is issued. Plan terms are based on the number of parking spaces requested:</p> <ul style="list-style-type: none"> • 1 to 10 parking spaces = 3 year repayment plan due in 6 equal semi-annual installments paid to the Town office (2 payments per year). • Greater than 10 parking spaces = 5 year repayment plan due in 10 equal semi-annual installments paid to the Town office (2 payments per year).
Interest Rate on outstanding fees and/or expenses owed to the Town (assessed after 60 days)	10%	
CONSULTING ARBORIST	\$150.00 or actual cost, whichever is less	

END OF DOCUMENT

Deck Detail Sheet

1. FOOTING TYPE _____
2. POST SIZE _____
3. JOIST SIZE _____
4. FLOOR MATERIAL _____
5. DISTANCE ABOVE FINISHED GRADE _____
6. DISTANCE BETWEEN POST _____
7. SIZE OF BEAM (Beam is to be doubled) _____

NOTE: WHEN DECK IS ATTACHED TO HOUSE, PLEASE STATE THE METHOD OF ATTACHMENT A OR B:

- A. JOIST HANGERS AT BOTH ENDS B. WITH BEAMS UNDER JOISTS

